

CLUB RECOGNITION CODE 2e

Article I. Purpose

The purpose of the Club Recognition Code is to make explicit the essential conditions and procedures for the chartering of student organizations at California Polytechnic State University, San Luis Obispo.

Article II. Entitlement

Any group of regularly enrolled students may be granted a charter under the Associated Students, Inc. and the University and shall then be entitled to all the rights, privileges, honors and responsibilities as outlined in the Bylaws and Codes of the ASSOCIATED Students, Incorporated and the various laws, policies, and procedures set forth by the State of California and its authorized agencies and offices.

Article III. Responsibilities

Section A. In order to obtain a charter and to have it ratified annually, each student organization must:

1. Operate within the laws of the State of California and policies and procedures of the California Polytechnic State University and the Associated Students, Incorporated.
2. Carry out all activities in accordance with its bylaws.
3. Process all amendments to the Bylaws through the Activities Planning Center as provided for in this Code.
4. Report promptly all officer elections and appointments to the Activities Planning Center for inclusion in the "Student Organization Directory."
5. Keep all funds in the Associated Students, Incorporated book-keeping services. Exceptions may be made by action of the Student Senate and the approval of the University.
  - a. With regard to fraternities and sororities:
    - (1) The recognized off-campus living group, fraternity or sorority shall establish and maintain an account with ASI. This account shall be used to finance all officially recognized activities of the organization.
    - (2) The off-campus living group, fraternity, or sorority shall also maintain an account with a financial institution in San Luis Obispo which shall be used for general operations of the organization's residence and shall have a yearly audit of its financial records conducted at its own expense. A copy of the audit shall be placed on file with the Director, Activities Planning Center.



- (3) The off-campus living group, fraternity or sorority must take action to file with the State of California as a non-profit corporation to absolve the University and the ASI from any financial responsibility for activities other than those officially recognized by ASI. A copy of the corporation bylaws shall be filed with the Activities Planning Center.
6. Submit an end-of-the-year summary report of activities and other such information as required by the University such as: a list of officers and advisor.
7. Select an advisor who is approved by the Department Head and the School Dean, who is a member of the University professional staff.
8. Keep on file in the Activities Planning Center a current copy of the constitution and/or bylaws of any and all organizations with which the organization is affiliated.

Section B. A charter may be revoked at any time by a two-thirds vote of the Student Senate or by action of the President of the University.

Section C. The status of student organizations are classified into the following categories:

1. Chartered: Fully approved, active organizations in good standing.
2. Conditional: In the process of organizing, writing bylaws, and becoming chartered, or delinquent in fulfilling some requirement for having the charter renewed.
3. Probationary: Under penalty by the ASI or the University, organizations may remain in a probationary status for not more than one year, after which they will have their charter renewed or be classified as inactive.
4. Inactive: Failure to carry out an active program, as prescribed in the stated objectives in the bylaws, for a period of one year. After being inactive for two years an organization will be dropped from the rolls of the ASI, their funds transferred to the ASI Campus Improvement Fund, and the properties of the organization placed in the custody of the Director of Business Affairs.

#### Article IV. Procedure

##### Section A. Preliminary Procedure

1. Two copies of ASI Form 19, Petition of Intent to Organize, and two copies of ASI Form 18, Statement of Membership Requirement, must be filed in the Student Activities Planning Center. This set-up is taken in consultation with the Director, Activities Planning Center or his/her designee.



2. The filing of Forms 18 and 19 authorizes the group to carry out the following which are limited to those considered to getting organized and becoming chartered.
  - a. Open an account with the ASI for the purpose of making deposits and disbursements.
  - b. Request the use of campus facilities and services, such as meeting rooms, duplication services, mailboxes, and the Craft Center.

#### Section B. Approval Procedures

1. Present two copies of the proposed bylaws to the Activities Planning Center.
2. File an officers roster sheet (listing the names and phone numbers of all officers) and an advisor's signature card.
3. The Codes and Bylaws Committee may make technical changes involving University policies and ASI policies or grammatical improvements in the absence of a Club Representative. Copies of technical changes made shall be made available to any club representative upon request.
4. The Codes and Bylaws Committee Chairman shall report to the Student Senate the names of all bylaws approved. If so requested, copies of any bylaws shall be made available to the Student Senate and the bylaws will be approved by majority vote of the Student Senate.
5. Bylaws must be approved by signature of the University President or his designee before becoming effective.
6. A charter will be presented jointly by the ASI and the University upon approval of the club bylaws by Student Senate and the University.
7. The charter shall be renewed annually upon receipt of a year-end-report in the Activities Planning Center and all other provisions of Article III of this code.
8. Any chartered organization whose charter is not renewed shall have funds frozen and their right to use campus facilities and services suspended until corrective action has been taken as stipulated by the Director of the Activities Planning Center.
9. No set of bylaws shall be official unless the dates of approval by the Codes and Bylaws Committee, Student Senate, and the Administration appear in the upper right-hand corner of the front page.

### Article V. Style and Format

The style and format to be used in writing bylaws is contained the the Guide to Codes and Bylaws (starting on page 2).

### Article VI. Amendments

Amendments to this code and the Guide to Codes and Bylaws shall be approved by 2/3 vote of the Student Senate. Amendments must be approved by the Codes and Bylaws Committee, Student Senate and the University before becoming effective.

### Article VII. Conflict

This code shall be in accordance with the ASI Bylaws and Codes, and the policies of the University.



C&B - 03/02/83

SS - 04/20/83

ADM - 05/23/83

Associated Students, Inc.  
California Polytechnic State University  
San Luis Obispo

GUIDE TO CODES AND BYLAWS

Who is this Guide for?

This guide is for anyone who wishes to set up a student organization, or who wishes to change the structure of an already existing organization. The information contained within is up to date as of March 30, 1982. This Guide is a supplement to the Code on Codes and Club Recognition Code, and should be used with the appropriate code.

Why set up a student organization?

Student organizations are set up to perform some type of function that is not already provided by another campus organization. Reasons for organizing have included: social, professional, religious, educational, campus or community service, or competition. Other reasons are possible, and there are over 300 bylawed and over 60 coded groups presently on campus. It is assumed that if you wish to set up an organization, then there is no campus group set up for the same reason and that you have checked to see.

Any group that wishes to have university recognition of its existence, must have an ASI charter (set of Codes or Bylaws). Recognition is required to reserve rooms on a regular basis, or to use other campus facilities (audio-visual equipment, for example). Exceptions are made; the University Union Board of Governors does not require a group to be coded or bylawed to use the Union, although its priority may be low.

In addition, the ASI Business Office provides many services to chartered organizations: full accounting service (including account maintenance, check writing and guaranteeing), ticket services, and a low cost copy service.

What is a Coded Group? What is a Bylawed Group?

Both coded and bylawed groups are chartered; they are recognized by the University and by Associated Students, Incorporated. Both must use the ASI Business Office accounting service for all financial transactions.

The similarity ends there. A bylawed organization is a group of students meeting for some special purpose, for its own benefit if it wants. As long as University policy is followed (example: no club funds may be used for alcohol), bylawed groups can raise and spend money as they please. This financial independence also means that bylawed groups cannot receive money from the ASI, except through the Special and Unique Projects fund. See the Guide to ASI Financial Policy for details.



A group with codes, on the other hand, is a part of the ASI and as such is ultimately responsible to the Student Senate and the student body as a whole, according to their individual codes and ASI Financial Policy (see the Guide to ASI Financial Policy). By submitting a yearly budget, coded groups become eligible to receive ASI funds, which must then be spent according to the budget and the purpose of the organization.

It is possible for a group to have both codes and bylaws. In that case, the responsibilities of each part shall be spelled out in the code and set of bylaws. The role of each section should be stated, as well as the liability (if any) that the bylawed part will accept for actions of the coded part. The coded part may not be held financially responsible for actions of the bylawed part. Both the codes and the bylaws of the organization are to be approved or amended at the same time.

### How are Codes & Bylaws Approved?

Completed or revised Codes and Bylaws are submitted to the Activities Planning Center. Note that revised Codes must be submitted with a list of changes, or else be typed in in strike-out ~~strike-out~~ and underline form. After approval by the Codes and Bylaws Committee, they are sent to the Student Senate, which has final authority over all Codes and Bylaws. The process can take from one to two months, except in late Spring Quarter and during Summer Quarter; then approval is delayed until the Fall Quarter except in emergency cases.

### What Format Should Codes & Bylaws Have?

At the top of the first page (centered) should be:

Associated Students, Inc.  
California Polytechnic State University  
San Luis Obispo

followed by the name of the organization, the word "Code" or "Bylaws," and the number of the Code. New Codes will have numbers supplied on approval. The first revision of a code shall have the letter "a" placed after the number, as in "Code 2a." Succeeding revisions will use the letters "b," "c," etc.

The numbering of articles, sections, etc. shall be as follows:



## Article I. Preamble (Note Roman numeral)

## Section A.

1.

a.

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(a.)

1.)

a.)

## Notes:

1. Page numbering starts with page 2 in the upper right-hand corner.
2. Except for the name of the organization, no underlining shall be used.
3. Codes and Bylaws shall be single spaced, with double spacing between paragraphs, segments, titles, etc.
4. Margins shall be at least 1" on the left side and 3/4" elsewhere.
5. Each article shall have an explanatory title.
6. Each page after the first should have the name of the organization at the top, underlined.

Every Code and Bylaw shall have at least the following structure as a minimum (more than the minimum may be included):

## Article I. Preamble

This is a philosophical statement of what the organization has been formed for. Unless a Code is being written, and the Code does not require an organization to be formed, it must include the words: "It is the intent of this organization to abide by pertinent State, University and ASI regulations." Codes must also have a statement quoting the authority under which they are established; i.e., Article XIII of the Bylaws of the Associated Students, Inc., Code 1, etc.

## Article II. Purpose

This article states the reasons the organization was formed and its goals, if any.

## Article III. Identification

This article contains a philosophical statement and a listing of any affiliations of the organization. This is primarily for clubs (bylaws), as Coded groups are generally considered to be part of the ASI.



#### Article IV. Membership

This article contains membership requirements and classifications. It is required for all Bylaws plus Codes which mandate that an organization must be formed to fulfill its purpose.

Membership for any campus organization is split into active membership and any or all of the following: Associate, Graduate, Faculty, Honorary, Alumni, or Inactive.

Active membership may include only registered students (including graduate students) and the faculty advisor if the organization so desires.

Associate members may include registered students, faculty, staff, alumni, and the group's sponsor.

Honorary members may be any one the organization wishes.

Other membership classes may be created also.

The following statements must be included in the membership article:

1. Only active members may participate in meetings, be elected to office, vote, debate or represent the organization.
2. Honorary membership shall not exceed 10% of the active membership.
3. There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.
4. This organization or any of its members shall not conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

The first statement says that only active members may conduct official business of the organization: voting, debating, holding offices, etc. Other members may attend meetings, but they are not to participate in the operation of the organization.

#### Article V. Officers

There shall be a minimum of three officers in any organization, generally with the following titles: President, Vice President, and Secretary/Treasurer. The titles may be different and there may be more than three officers.

This article should define the officer's duties, how and when officers are to be nominated and elected, the term of office, and how to fill vacancies or recall officers. In addition, one officer shall be designated to fill out a year-end-report for submission to the Activities Planning Center within two weeks after elections. This must be done to maintain the organization's charter.

This article must include the following statement:

1. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office.

This article should also state any further officer's qualifications.



## Article VI. Meetings

This article discusses special policies relating to meetings of the organization. Such policies are: special meetings, parliamentary procedure, and quorum. The ASI Bylaws state that Sturgis' Rules of Order shall be used and, therefore, it is recommended that they be used for groups. Other books may be used. A statement of which book is used must be included, as shown below. There must also be a statement of what part of the organization may call special meetings, and a statement of the quorum (percentage of members who must be present in order to conduct business; usually 2/3 but may be any reasonable number).

The following statements must be included:

1.                      Rules of Order shall be referred to for all parliamentary procedures not covered by these bylaws (this code).
2. Quorum shall be          % of the active membership.

As stated above, any book of parliamentary procedure may be used as long as it is named in the code or bylaws.

## Article VII. Committees

This article lists any standing committees. Their function and membership shall be defined here also. Special committees should be provided for, and this article shall state how special committees are to be formed.

## Article VIII. Finances

This article defines financial procedures. It must state who has authority to expend the funds of the organization. If dues are to be assessed, it must state how they are to be set and collected.

It must include the following statements:

1. Funds must be administered through the ASI account service and within ASI policies and procedures.

If a group is to become coded, it's Code must also have the following statement:

2. Appropriations from the ASI shall be requested in accordance with the instructions contained in the ASI Bylaws and Finance Codes.

## Article IX. Standing Rules

If included, this article states the procedures used in setting up the standing rules. These are rules not included in the Code or Bylaws that govern the operation of the organization. They may be changed more easily than those in the Code or Bylaws.



### Article X. Adviser

The adviser is a faculty or staff member who oversees the organization and ensures that University policy is followed. He/she may have further duties as defined by the Code or Bylaws. The duties of the adviser shall be listed in this article.

This article shall also contain this statement:

1. The adviser shall be a member of the teaching or administrative faculty or staff who shall be approved in advance by his/her respective department head and school dean.

### Article XI. Amendments

This article shall state in detail the procedures to be followed by the organization in modifying the code or bylaws. It shall also contain the following statement:

1. Amendments must be approved by the Codes and Bylaws Committee, Student Senate and the University before becoming effective.

### Article XII. Conflict

This article shall state:

1. These bylaws (This code) shall be in accordance with the ASI Bylaws and Codes, and the policies of the University.

Note that when a Code or set of Bylaws is up for approval before the Student Senate, a representative of the organization, with the authority to accept changes, should be present to answer any questions.

Other articles and sections, etc. may be added, of course. If you have any questions, contact the Student Government Advisor in the Activities Planning Center, the Codes and Bylaws Chairman, or the ASI Vice President.